

The Annotated Bibliography

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Bibliographies and Annotations

- ❑ Bibliography: a list of citations put together on a topic of interest
 - The APA format is typically used in business writing

- ❑ Annotation: a commentary a reader makes after critically reading an article. It can include a summary of the reading, the reader's response to the reading, and/or questions/comments addressing the article's clarity, purpose, or effectiveness.

What is an Annotated Bibliography?

- A list of bibliographic citations that includes a descriptive and evaluative paragraph of each citation (AKA, an annotation).
- The purpose is:
 - to provide a review of the literature on a particular subject
 - to illustrate the quality of research that you have done
 - to provide examples of the types of sources available

Function

- It is excellent preparation for research of a particular topic
- Provides the author of the bibliography the opportunity to learn about a specific topic
- Offers others in a specialized field comprehensive and current information about related sources

Where do I start?

- ❑ Begin by critically reading the article. View the reading as an interactive process.
- ❑ Critical readers attempt to dialogue with the text by asking tough questions on the article's purpose, audience, language and content.

Questions to Ask

- Consider the article's clarity, purpose, or effectiveness.
- What do you question about the thesis or main points? Or the argument supporting them?
- What connections are there between your knowledge & experience, and the article's information?
- Avoid yes/no questions – they limit thought & dialogue.

Questions to Ask

- Who is the author? His/her credentials?, biases?
- Where is the article published? What type of journal is it? What is the audience?
- What do I know about the topic? Am I open to new ideas?
- Why was the article written? What is its purpose?
- What is the author's thesis? The major supporting points or assertions?

Questions to Ask

- Did the author support his/her thesis/assertions?
- Did the article achieve its purpose?
- Was the article organized?
- Were the supporting sources credible?
- Did the article change my viewpoint on the topic?
- Was the article convincing? What new information or ideas do I accept or reject?

THE PROBLEM OF PRISON LABOR

By Oswald West,
Governor of Oregon

*Huh, a political figure,
What does he know about
the issue? Is he just
trading in clichés? Is he
just echoing the attitudes
of his constituents, to get
reelected?*

*He keeps referring to a
labor problem without
defining it...*

*Oh, here (paragraph 2) he
defines it.*

*When is "today"? I can
think up other prison
issues—like the lack of
space in prisons—in the
news I hear. The issues
this author names don't
ring a bell. When was this
article written?*

The prison labor problem, like the poor, seems to be ever with us. It was yesterday's problem, it is to-day's and will undoubtedly be to-morrow's. The yesterday of the problem was not so serious, for it was an easy matter to toss the poor criminal into a dungeon to die of disease or famine, or to make a slave of him, social conscience neither accusing nor excusing. The to-day of the problem is witnessing the dawn of a new awakening of social and industrial responsibility unfelt before. Who shall say what the to-morrow of this problem shall be? That it will be a trying problem is assured. As long as we have crime and criminals, and they are not growing less, we shall have to face the essential problem of the prison-labor.

To teach the untaught criminal to work, and to keep him at it; to keep peace between contending laborers within and without prison walls; to make prisoners pay their way in dollars and cents and not ruin the prisoners; to dispense justice in the social and economic realm of the prison world; to satisfy the whims of the idealistic reformer who wants perfection of system immediately if not sooner—all this is called for to-day in our prison problem. In the face of such a task we must confess that we may hope for no more than simply to qualify in the race, and rather expect to be distanced in the conclusion.

There are things which delay the solution of the problem. While we know this solution will come to-morrow—in the to-morrow that never comes, which still is always arriving—there are checks and hindrances which are trying indeed. In the first place, lack of knowledge is a great handicap in the unraveling of the tangle. We have our National Committee on Prison Labor which has done well in gathering the facts for us; our social students are doing not a little of a sort of telescopic observation, but we are

*I don't follow, How could
workers within prison be
at odds with workers
outside? (Maybe
prisoners work for
less—and so cost some
workers outside their
jobs.)*

*What a strange
combination of terms.
Are idealists "whimsical"
people? This author may
be tipping his hand—he
may resent and oppose
idealistic advocates of
prison reform.*

Writing the Annotation

□ A strong annotation contains:

- A summary of the article
- Critique of author/article's credibility, scope, purpose, etc...

Elements of an Critique

- Information found in an annotation may include:
 - 1. qualifications of author(s);
 - "Based on 20 years of study, William A. Smith, Professor of English at XYZ University...";
 - 2. purpose/scope:
 - "...sets out to place John Turner in eighteenth century England and show the development of his philosophy in relation to contemporary social mores";
 - 3. bias or standpoint of author :
 - "Turner gears his study more to the romantic aspects of the age than the scientific and rational developments";
 - 4. findings, results, and conclusions (if available).

The Summary

- Begin by succinctly stating the article's thesis and major points.
- Describe/define key points and how they are connected or substantiated.
- Describe the usefulness and the limitations of the article
- Limit in length to 3-4 grammatically correct sentences

Sample

Gorby, C. B. (1937). "Everyone gets a share of the profits." *Factory Management & Maintenance* 95: 82-83.

A report of a profit-sharing plan in existence in the Hosking Manufacturing Company, Detroit, since 1923. After deducting from the total profits an amount equal to 6% of the value of the outstanding stock, the balance is divided among employees in proportion to their responsibility in creating the profits. Three groups share the profits: department heads, assistant department heads and salesmen, and factory employees and clerks. The last group is divided into three classes according to service record: 5 years and over, 3 to 5 years, and 1 to 3 years. Participation in each group is in the proportion that yearly salary or wage bears to the total for each group. In consequence costs have been reduced, labor turnover is almost non-existent, and older employees assume the task of coaching others in the importance of spoiled work.

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Creating the Annotated Bib

- Start with the citation written in APA style
- Example:
 - Carper, B. A. (1978). Fundamental patterns of knowing in nursing. *Advances in Nursing Science*, 1(1), 12-23.
- Pay attention to the details of a bib citation:
 - Capitalization
 - Punctuation
 - Use of italics
 - Hanging indent

Annotated Bibliography

Powerpoint Bibliography

- ❑ Engle, M., Blumenthal, A., & Cosgrave, T. (2002, November 20). How to prepare an annotated bibliography. Retrieved February 7, 2003, from Cornell University Library, Reference Department Web site: <http://www.library.cornell.edu/okuref/research/skill28.htm>
- ❑ Meleis, A. L. (1991). Theoretical nursing (2nd ed.). Philadelphia : Lippincott.
- ❑ Wilhoit, S. (2001). A brief guide to writing from readings. Needham Heights. MA: Allyn & Bacon.
- ❑ Williams, O. Writing an annotated bibliography. Retrieved February 7, 2003 from University of Minnesota, Crookston Library Web site: <http://www.crk.umn.edu/library/links/annotate.htm>